

ADMINISTRATIVE - INTERNAL USE ONLY

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NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

8 May 1979

MEMORANDUM FOR: See Distribution

FROM :

[REDACTED]

Special Assistant to D/NFAC

SUBJECT :

Handling of Materials for PRC and SCC Meetings

All briefing material prepared for the DCI's or [REDACTED] use at PRC or SCC meetings must be delivered to the NFAC registry for logging; material for the DCI's use should be forwarded via [REDACTED]. In cases where formal agenda papers have not yet been received from the NSC Staff, incomplete briefing books should still be forwarded at least 48 hours before the meeting, with a note indicating that further material will be transmitted as received. Normally, Tab A in briefing books should contain talking points.

Whoever accompanies (or represents) the DCI, DDCI, or D/NFAC at a PRC or SCC session must prepare a memo detailing the substance of the meeting within 24 hours. Such memos should be addressed to the DCI via [REDACTED] (with info copies provided for the DDCI and NSC Coordinator).

[REDACTED]

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